

Date: December 21, 2005
W.I.: 1311
Referred by: PAC
Revised: 01/25/06-C

ABSTRACT

Resolution No. 3726, Revised

This Resolution adopts the program guidelines for MTC's Lifeline Transportation Program.
This Resolution supersedes MTC Resolution No. 3699.

The following attachment is provided with this Resolution:

Attachment A— Lifeline Transportation Program Guidelines

This resolution was revised on January 25, 2006 to amend Attachment A.

Further discussion of this Lifeline Guidelines is contained in the MTC Executive Director's Memorandum to the Programming and Allocations Committee dated December 14, 2005 and the Programming & Allocations Committee Summary Sheet dated January 11, 2006.

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RE: Lifeline Transportation Program Guidelines

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. NO. 3726

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC adopted the Transportation 2030 Plan (MTC Resolution 3681), which seeks up to \$216 million in new revenues over the plan's twenty-five year horizon to address mobility needs for residents of low-income communities; and

WHEREAS, these new revenues are not readily available; and

WHEREAS, alternative sources of funds have been identified as referenced in Attachment A of this Resolution to provide services for a three year interim period of time beginning in Fiscal Year 2005-06; and

WHEREAS, MTC has developed program guidelines to be used for the funding and oversight of the Lifeline Transportation Program for projects to be funded for this three year period beginning in Fiscal Year 2005-06 as set forth in Attachment A of this Resolution attached hereto and incorporated herein as though set forth at length; and

WHEREAS, MTC will use the process and criteria set forth in Attachment A of this Resolution to fund a program of projects for the Lifeline Transportation Program for Fiscal Year 2005-06 through Fiscal Year 2007-08; now, therefore be it

RESOLVED, that MTC approves the program guidelines to be used in the administration and selection of Lifeline Transportation projects, as set forth in Attachment A of this Resolution; and be it further

RESOLVED, that the Executive Director shall forward a copy of this Resolution, and such other information as may be required, to such other agencies as may be appropriate; and be it further

RESOLVED, that this Resolution supersedes MTC Resolution No. 3699.

METROPOLITAN TRANSPORTATION COMMISSION

Jon Rubin, Chair

The above Resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California on December 21, 2005.

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Attachment A
MTC Resolution No. 3726
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Lifeline Transportation Program Guideline

GUIDING PRINCIPLES FOR COUNTY LIFELINE PROGRAMS FY 2005-06 through FY 2007-08

Program Goals: The county programs are established to fund projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area counties, and are expected to carry out the following regional Lifeline Program goals:

The Lifeline Program supports community-based transportation projects that:

Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders.

Address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP), countywide or regional Welfare-to-Work Transportation Plan, or are otherwise based on a documented assessment of needs within the designated communities of concern. Findings emerging from one or more CBTPs may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.

Improve a range of transportation choices by adding a variety of new or expanded services including but not limited to: enhanced fixed route transit services, shuttles, children's programs, taxi voucher programs, improved access to autos, capital improvement projects. Transportation needs specific to elderly and disabled residents of low-income communities may also be considered when funding projects.

Program Administration: MTC recommends the Lifeline Program be administered by the Congestion Management Agencies (CMAs)¹ for a minimum of three years (FY 2005-06 through

¹ Alameda County Congestion Management Agency
Contra Costa County Congestion Management Agency
San Francisco County Transportation Authority
Marin County TAM
Napa County Transportation Planning Agency
San Mateo City-County Association of Governments
Santa Clara Valley Transportation Authority
Sonoma County Transportation Authority

FY 2007-08). At a CMA's discretion, and with concurrence by MTC, a countywide entity other than or in addition to the CMA may administer the program. That entity must either be an eligible recipient of respective Lifeline Transportation fund sources, or capable of serving as fiscal agent to administer program funds, and otherwise meet program expectations as described in these program guidelines. In Santa Clara County, the county and the Valley Transportation Authority (VTA) will enter into a joint agreement for administration of the Lifeline Program.

MTC requests receipt of written documentation no later than September 30, 2005 from the CMA governing board either agreeing to the terms outlined in the guidelines for administering the program, or identification of stakeholders and partners representing non-transit constituencies such as county social service agencies and community based organizations recommended to administer the program in lieu of the CMA. That countywide entity will likewise submit notification to MTC of its interest and willingness to administer the program consistent with these guidelines, for the Commission's consideration and approval. Absent this documentation, MTC will hold the county's lifeline funding in reserve until such time a local agreement is reached.

Prior to completion of the three-year period MTC, in consultation with CMAs or other project administrators and other program stakeholders, will conduct an evaluation to assess program results, and to recommend a long-term strategy for administration of the Lifeline Program.

All interim lifeline funds will be available for direct services, and not used to cover costs that may be incurred by the CMAs or other countywide agency in administering this program.

Multi-Year Programming: MTC staff recommends that a one-time multi-year programming cycle will be conducted to select eligible lifeline transportation projects. At a county's discretion, however, that county's Lifeline Transportation funds may be reserved for future programming.

Competitive Process: For the county programs, funds must not be allocated by formula to sub-areas within the county. Projects must be selected consistent with the findings of a CBTP, countywide regional welfare-to-work plan or other documented assessment of needs within the designated communities of concern. Where plans have not been completed, projects will be selected through an open, competitive process in order to fund those projects that best exemplify the program principles and result in the greatest community benefit.

Grant Application: To ensure a streamlined application process for sponsors, a universal application form (or standard format and content for project proposals) will be developed jointly by MTC and CMA staff, but may be modified as appropriate by the CMAs or countywide administering agency for inclusion of county-specific grant requirements. The "call for projects" for the county programs should be coordinated as closely as possible.

Program Match: A local match of a minimum of 20% of the total program cost is required; new Lifeline Transportation Program funds may cover a maximum of 80% of the total project cost.

Project sponsors may use other local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the minimum 20% matching fund requirement. In addition, the required match can include other *non*-Department of Transportation (DOT) federal funds. Eligible sources of non-DOT federal funds include: Temporary Assistance to Needy Families (TANF), Community Services Block Grants (CSBG) and Social Services Block Grants (SSBG) administered by the US Department of Health and Human Services, Community Development Block grants (CDBG) and HOPE VI grants administered by the US Department of Housing and Urban Development (HUD). Grant funds from private foundations may also be used to meet the match requirement, and in-kind costs associated with oversight of the project may also be considered to meet the match requirement.

Evaluation Criteria: Standard evaluation criteria will be jointly developed by MTC and CMA (or other countywide administering agency) staff for use in selecting projects. Additional criteria may be added to the county program but should not replace or supplant the regional criteria. Each county will appoint local representatives representing a range of stakeholders to score and select projects, and each county will assign local priorities for project selection. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

Project Selection/Draft Program of Projects: The CMAs (or other countywide administering agency) shall provide an opportunity for outside interests and organizations (e.g., local department of social services, transit agencies and other transportation service providers, local community-based organizations, etc.) to assist in developing and/or to comment on a proposed list of projects to fund. A list of participants in the CBTP processes or other prior lifeline related activities will be provided to the project administrator for their consideration.

In funding projects, preference will be given to strategies emerging from the local CBTP process, if completed, or from a countywide regional welfare-to-work or other documented assessment of need within the designated communities of concern. Regional lifeline funds should not supplant or replace existing sources of funds. Lifeline funds may be used for either capital or operating purposes. Eligible operating projects, consistent with requirements of funding sources, may include (but are not necessarily limited to) new or enhanced fixed route transit services, restoration of lifeline-related transit services eliminated due to budget shortfalls, shuttles, children's programs, taxi voucher programs, improved access to autos, etc. Inter-county projects may also be funded, if two or more counties wish to jointly plan for and fund such a project. CMA or countywide administering agency will consider the project sponsor's ability to sustain ongoing funding beyond the initial grant funding.

Capital projects that do not require ongoing funding are encouraged. Examples of eligible capital projects include (but are not necessarily limited to) purchase of vehicles, provision of bus shelters, benches, lighting, sidewalk improvements or other enhancements to improve transportation access for residents of low-income communities.

Transportation needs specific to elderly and disabled residents of low-income communities may also be considered when funding new programs.

Funding: Fund sources available for the interim 3-year funding period include CMAQ, JARC and STA funds, as shown in Table A. Funding amounts will be assigned to each county, based on that county's share of poverty population, consistent with the estimated distribution outlined in Table A. MTC will confirm project/applicant eligibility, and assign appropriate fund source for each project. If CMAQ or JARC funds are used, MTC will program the project into the TIP. If STA funds are used, MTC will either allocate funds directly to transit agency or other eligible entity, as applicable, or will enter into a funding agreement with the CMA or other countywide administering entity for transfer of the funds to the project sponsor through a funding agreement. Projects funded must meet the eligibility requirements of the respective source of funds.

Project Delivery: All projects funded under the county programs will be subject to MTC obligation deadlines and project delivery requirements. All projects will be subject to a "use it or lose it" policy. Should there be a balance of non-programmed lifeline funds from a county's fund share after conducting the call for project/project selection process, an equivalent amount of funds would be reserved for the respective county for reprogramming to other Lifeline related investments at a future date.

Policy Board Adoption: Projects recommended for funding must be submitted to and approved by the respective governing board. The appropriate governing board shall resolve that approved projects not only exemplify Lifeline Program goals, but that the local project sponsors understand and agree to meeting all project delivery and funding match and obligation deadlines.

Project Oversight: The CMAs or equivalent countywide agency will be responsible for oversight of projects funded under the county programs and ensuring projects meet MTC obligation deadlines and project delivery requirements. In addition, the CMA or other administering entity will ensure, at a minimum, that projects substantially carry out the scope described in the grant applications. All scope changes must be fully explained and must demonstrate consistency with Lifeline Program goals.

CMAs or other program administrators are responsible for programmatic and fiscal oversight of new lifeline projects. As part of the Call for Projects, applicants will be asked to establish project goals, and to identify basic performance indicators to be collected in order to measure the effectiveness of the program projects. At a minimum, performance measures for service-related projects would include: documentation of new "units" of service provided with the funding (e.g. number of trips, service hours, workshops held, car loans provided, etc.), cost per unit of service, and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, project sponsor is responsible to establish milestones and report on the status of project delivery.

Program Evaluation: MTC, in consultation with CMAs or other countywide program administrator will conduct a program evaluation to report on the results of the program, and to recommend future funding and programmatic oversight for the \$216 million dedicated to the program as part of the Transportation 2030 Plan. The cost to administer the program will be

considered as part of the program evaluation to be conducted upon completion of the three-year cycle.

**Lifeline Transportation Program Estimated Budget
FY 2005-06 through FY 2007-08**

Interim Lifeline Transportation Program Fund Source	Source of Funds	Amount
First and Second Cycle CMAQ Funding	Funds originally programmed to the Regional Express Bus Program (now funded through RM2)	4,045,000
FY 2005-06 STA Regional Discretionary Program	1) Excess Generations from FY 2004-05; 2) Funds originally slated for TransLink® (now funded through RM2)	5,569,862
FY 2006-07 and FY 2007-08 STA Regional Discretionary Program	Funds set-aside to fund the LIFT program – now shifted to Lifeline Transportation initiative.	2,000,000
Urbanized-Area JARC funds FY 2005-06- 07-08	New JARC funds through SAFETEA-LU; MTC designated recipient for urbanized area funding	6,618,094*
TOTAL		\$18,232,956

*JARC Funds for FY 2007 and FY 2008 are subject to a new coordinated planning requirement still under development by FTA.

Estimated Funding Target per County FY 2005-06 through FY 2007-08		
County	% poverty population	3 year LTP funding Target
Alameda	27.4%	4,995,831
Contra Costa	12.5%	2,279,120
Marin	2.7%	492,290
Napa	1.7%	309,961
San Francisco	15.1%	2,753,176
San Mateo	7.1%	1,294,540
Santa Clara	21.7%	3,956,550
Solano	5.5%	1,002,812
Sonoma	6.3%	1,148,676
TOTAL	100%	\$18,232,956

* Based on federal poverty levels reported in 2000 US Census

Note: These are estimates intended for planning purposes only. Actual allotment of funds may differ than those indicated above, based on assignment of funding to eligible projects. These estimates do not include an additional \$1,346,441 in small and non-urbanized JARC funds available to the region that will be administered by Caltrans.

Metropolitan Transportation Commission Programming and Allocations Committee

January 11, 2006

Item Number 3c

Resolution No. 3726, Revised

Subject: Revised Lifeline Transportation Program Guidelines and Budget.

Background: Last month, the Commission adopted MTC Resolution 3726, which incorporates program guidelines for the Lifeline Transportation Program (LTP) for a three-year period. The LTP is intended to result in improved mobility for low-income residents of the Bay Area, and will be overseen at the local (countywide) level. In March, project sponsors will issue a Call for Projects to solicit projects consistent with these guidelines.

As indicated in Attachment A of Resolution 3726, funding for the program is comprised of federal Congestion Mitigation Air Quality (CMAQ) and Job Access and Reverse Commute (JARC) funds, and State Transit Assistance (STA) funds. Originally, the budget reflected a proposed distribution of each source of funds to counties based on that county's overall share of the poverty population. Subsequently, staff has received clarification from the Federal Transit Administration (FTA) regarding the use of JARC funds that would not support a specific allocation to each county, because projects are expected to be selected through a competitive process to ensure they are consistent with program guidelines.

Staff therefore has revised Attachment A to remove fund specific assignments by county, more accurately reflecting the following funding approach:

JARC funds will be "pooled" regionally with other sources of funds. Applicants for LTP funds will submit requests for funding to their respective county, without specifying the source of funds for any particular project.

Each county will be assigned an overall "target" share of the regionally pooled LTP funds based on that county's share of poverty population. However, this target will not further stipulate specific shares of individual fund types. Within that target, counties, through a process that includes the participation of relevant stakeholders, will select projects through a competitive process that ranks them according to regionally developed criteria.

Once projects are competitively selected at the local level, MTC will match requests to respective fund sources among all nine counties, based on the project's ability to meet the stated criteria as well as fund eligibility, not its geographic location.

The Program budget is as follows:

**Lifeline Transportation Program Estimated Budget
FY 2005-06 through FY 2007-08**

Interim Lifeline Transportation Program Fund Source	Amount
CMAQ	4,045,000
FY 2005-06 STA Regional Discretionary Program	5,569,862
FY 2006-07 and FY 2007-08 STA Regional Discretionary Program	2,000,000
Urbanized-Area JARC funds FY 2005-06- 07-08	6,618,094*
TOTAL	\$18,232,956

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San Francisco	15.1%	2,753,176
San Mateo	7.1%	1,294,540
Santa Clara	21.7%	3,956,550
Solano	5.5%	1,002,812
Sonoma	6.3%	1,148,676
TOTAL	100%	\$18,232,956

* Based on federal poverty levels reported in 2000 US Census

Recommendation: Refer MTC Resolution No. 3726, revised to the Commission for approval.

Attachments: MTC Resolution No. 3726, Revised.